

# U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 12-146

<b>OPEN TO:</b>	In-House Candidates Only	<b>OPENING DATE:</b>	August 30, 2012
<b>POSITION:</b>	<b>Supply Clerk</b> , FSN-5, FP-9*	<b>CLOSING DATE:</b>	September 12, 2012
<b>POSITION NO:</b>	L-52103		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$31,963 p.a. (Starting salary) (Position Grade: FP-9 to be confirmed by Washington) *Ordinarily Resident: Rs.536,839 p.a. (Starting salary) (Position Grade: FSN-5)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of Supply Clerk in the General Services Office.

### BASIC FUNCTION OF POSITION:

The incumbent is responsible for conducting inventories and keeping records of the receipts, location and disposition of all non-expendable property for Consulate Lahore. Performs other related duties as assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of twelve years of education is required.
2. **EXPERIENCE:** Two years clerical experience is required.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing of English and Urdu is required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have good knowledge of Department of State & Post rules and regulations. General Knowledge of office operations and terminologies is required.
5. **ABILITIES & SKILLS:** Incumbent must have ability to work independently. Proficiency in MS Office Suite and knowledge of filing procedures is required.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). Vacancy Announcement Number (e.g. 12-146) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 12, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.